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1. Certain rules exist for requisitioning large or small quantities of supplies by an army, division, or a regiment. These rules are equally mandatory for all the above mentioned units. In the first place, no military establishment has any right to requisition a greater quantity of provisions than the standard allotment for a certain number of days, for personnel and horses. Of course, the allotment varies with different military establishments. Also, no military establishment in the rear is permitted to have less supplies in storage than the quantity prescribed by the articles for the rear of a given area of deployment. In the second place, no military establishment may obtain supplies from a depot of higher echelon if this unit has not submitted the required daily and five-day period reports on its supply situation to the above-mentioned higher echelon during the current month, since such reports are necessary for control purposes. And in the third place, no unit, division, or Army may obtain supplies from a storehouse or supply depot without submitting a so-called requisition check. Even if a division or regiment is sent immediately for some operation--but is unable to present the requisition check--and the success of the battle and the lives of a whole army depend on this particular unit or division marching off, no supplies will be given out without the requisition check.
2. If an Army commander or rear commander issues an order to the chief of supply depot to issue, by way of mutual assistance, some products without a requisition check, the latter will obey the order, but he must immediately report the "ChP" /extraordinary occurrence/ through channels. In such a case, the depot chief is free of all responsibility, but disciplinary action, up to trial by military tribunal, will be taken against the army or rear commander.

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3. A requisition must be submitted strictly in accordance with the prescribed order. For instance, an Army has the right to have a three-months' stock of provisions to cover current needs and a 30-days' stock of so-called "NZ" [reserve stocks]. Once a month the Army depots must put in a requisition and replenish their supplies, diminished during the preceding 30 days through deliveries of provisions to its divisions. The rear services of the Army prepare reports on the balance of provisions in the Army depots on the day of requisition, and, together with the requisition check, send their representative to the depot of the front. The latter checks the balance to make certain that the Army has supplies of every variety in prescribed quantities and in accordance with established norms and with the personnel record [probably, morning report] issued by the chief of the replacement section of the Army.
4. The quantity of provisions requisitioned and obtained is loaded at the depot into freight cars and delivered to the representative of the Army. The latter receives travel orders, an invoice, and a certificate as to the quality of the food provisions. All these documents list the items issued, their weight in tons, and the number of containers. The Army representative immediately turns over the cargo to a special group of armed guards, the chief of which signs the travel orders and the invoice and answers for the cargo with his life while it is en route and until the moment when it is delivered to the Army depot.
5. The method of allocating food supplies is as follows: The law requires the Army depots, in peacetime, to have on hand a permanent supply reserve sufficient to cover current needs for one year. In addition, every Army keeps 25 per cent of the yearly requirements as an "NZ" supply reserve, which it has no right to spend. Every three months the "NZ" reserve stock is renewed to avoid deterioration. In such cases, it is used for current consumption and replenished with freshly arrived supplies.
6. In peacetime a division is supposed to have supplies for current consumption sufficient for 20 days plus a 10-days' "NZ" reserve supply. In wartime, the quantity to be kept is a 10-days' supply, including the "NZ" supply. The region of operations is also taken into consideration, and so it happens sometimes that a division is allowed provisions for only five days; at times, this amount is increased to 15 days.
7. Regiments and individual battalions not integrated into a regiment are supposed to have provisions for 10 days in peacetime, but no "NZ" reserve supply, while in wartime the amount is reduced to only a five-days' supply, distributed as follows: a one-day supply in kettles, one in wagons, which is called portable supply, one in the regimental depot, and a two-days' "NZ" supply--dry rations, which never get into the kettles and are issued only on the orders of the rear commander of the Army.
8. The depots, from the top to the lowest echelon, issue provisions strictly in accordance with the prescribed norms regulating the daily rations for every man.
9. The order of issuance of articles of supply, whether it be food or clothing, is the same, i.e. it is impossible that one article, let us say fats, should be issued for three months and cereals for four, or that boots should be issued to one unit for six months and to another for nine months or a year.
10. As a rule, there ought to be no over-consumption of cartridges, fuel, uniforms, and provisions, because shortages or over-consumption entail ruthless punishment for the culprits. However, over-consumption and shortages are very frequent, especially with respect to food items.

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11. It is not easy to replenish supplies after a period of over-consumption or shortages, and the people responsible for them run a great risk if they attempt to do this. To cite an example, if an over-consumption of 2,000 cartridges occurs for some reason or other and it is necessary to conceal the fact from the divisional command, the regimental command unlawfully issues at the target range two instead of the regulation five cartridges to every soldier until it has saved enough to cover up the shortage. Should an inspector arrive at the regiment and discover the shortage, the deputy regimental commander in charge of drill and the battalion commanders are brought up for court-martial.
12. If fuel is over-consumed, the chiefs of the "GSM" prepare false documents stating that while such and such cargo was being transported, the trucks were caught in bad weather. They attribute the losses to bad, slippery roads, ravines, or other causes which entitle them to add, as provided by regulations, 20 per cent more of fuel, and that is how they get out of the situation.
13. If an unexpected inspection discloses the shortage, the chief of the "GSM" pays 12.5 times the market price for gasoline. Thus, if gasoline costs five rubles a liter on the market and there is a shortage of 100 liters, the guilty man will pay not 500 but 6,250 rubles.
14. In wartime, a shortage of uniforms was charged to the dead or missing in action, as if they had been issued new uniforms; or, more correctly, the chief of the "OVG" deliberately skipped the date of issuance of new uniforms to the soldiers. Before a battle, he took pains to have no time to issue uniforms to one or another unit. After the battle, he entered in the individual clothing and equipment record of the men of this unit that uniforms had been issued to them; and thus was the shortage covered up. If an inspection revealed the shortage and forgery of documents, the culprit paid 12.5 times the market price of the missing article, and was sentenced by a military tribunal to 10 years' imprisonment or to be shot.
15. The situation is the same in regard to food provisions. If there is shortage but no negligence or deliberate wastage, the culprit pays 12.5 times the actual price, i.e. he pays 240 rubles for a kilogram of meat, although it costs the army 55-60 kopeks, while the market price is 20 rubles per kilogram. If it is ascertained that the meat was obtained in excess of the standard allocation, the quartermaster officer is sentenced to 10 years or even to be shot. A commander of a regiment who, let us say, has taken this meat for his own use, would receive a reprimand and made to pay for it at the same rate. He may even be degraded and removed from his post. The fine for shortages at 12.5 times the actual price was fixed by Order No 254 in 1943. In case of abuse, Order No 0169 of 3 March 1942 is invoked, which was signed by Stalin himself, and which demands a death penalty by shooting for the guilty regardless of the size of the shortage. After the death penalty was temporarily abolished by the government, the guilty were sentenced to up to 25 years.
16. In case a shortage is not covered by some illegal means during the month, it will be definitely shown in the report on form No 1, because on the 1st of every month, in every depot, beginning with the battalion and ending with the front, an inspection takes place for the purpose of verifying the actual supplies on hand and comparing them with the entries in the books. Every unit appoints an inspection commission consisting of representatives of the political section, who try to find discrepancies and draw balances showing surpluses or shortages. The surpluses are immediately entered in the books and the shortages replenished from higher echelon depots to bring stocks up to the required norms.

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17. It follows that it is impossible either to obtain the lacking items or to borrow them from another unit. The central storage depot does not require a special requisition, because it issues supplies on the basis of the report from the lower echelon depot, which shows the supplies on hand by weight and day rations. The central depot notes that a division depot has 17 days' rations of fats and 12 days' rations of cereals on hand; so it issues the difference between 17 and 20, and 12 and 20, respectively, i. e. it brings up the supply to the 20 days' ration amount fixed for a division according to the norm. The central depot is not interested in the correctness of the expenditure report, because it has no control functions. There is a section in the rear of an Army with a special staff which controls divisions and units both through reports and occasional raids.

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